

ICAO

User Manual of OASIS system

CAA Administrator User's operations

Draft, 22 September 2012

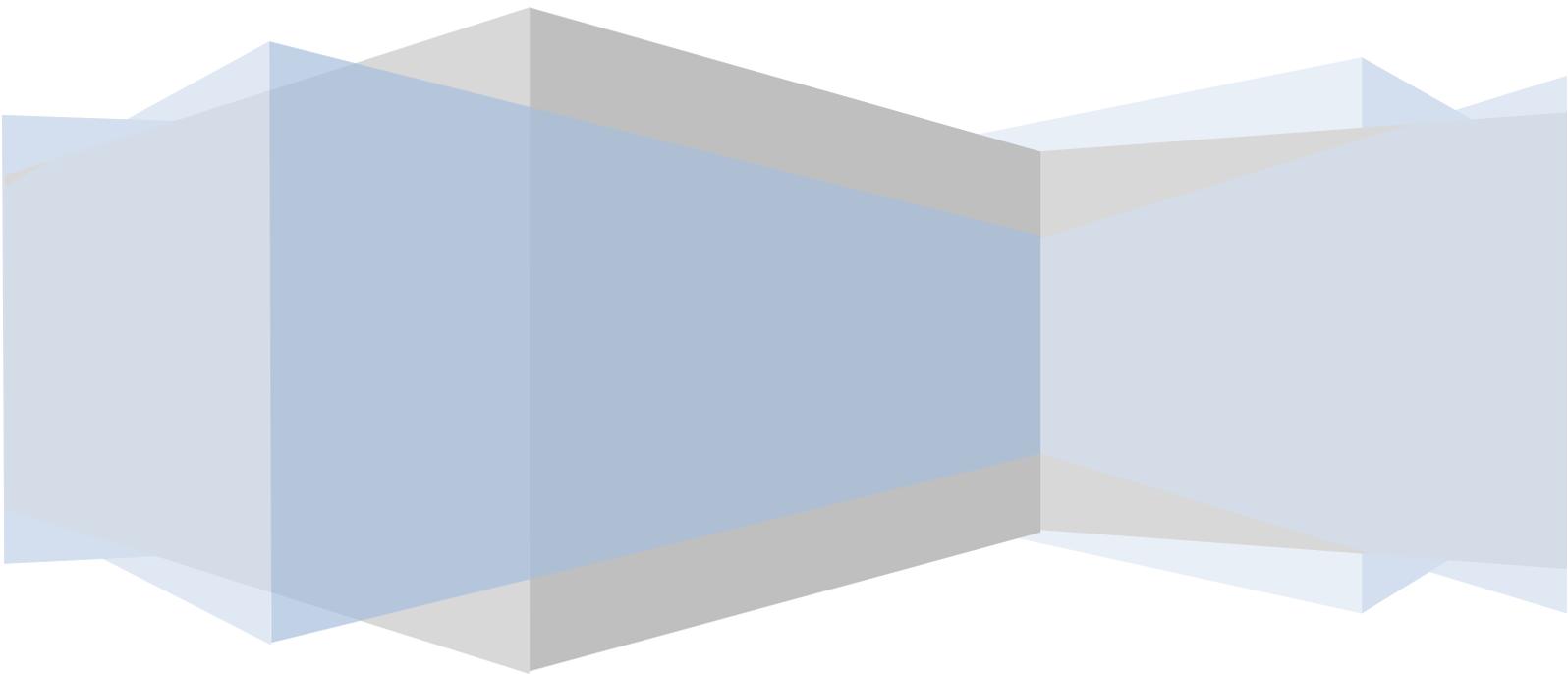


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1. Introduction

ONLINE AIRCRAFT SAFETY INFORMATION SYSTEM (OASIS), is a set of tools designed to collect and share the following aviation data related to aircraft and air operators: aircraft registration, air operator certificates (AOCs), Aircraft Type Designators (Doc 8643), and Designators for Aircraft Operating Agencies, Aeronautical Authorities and Services (Doc 8585). It provides a one-stop access to safety data related to aircraft and operators, allowing the ability to enter, validate and modify the data at source.

Here we introduce AOC system. And this user manual mainly focuses on the operations of CAA administrator.

2. Getting Started

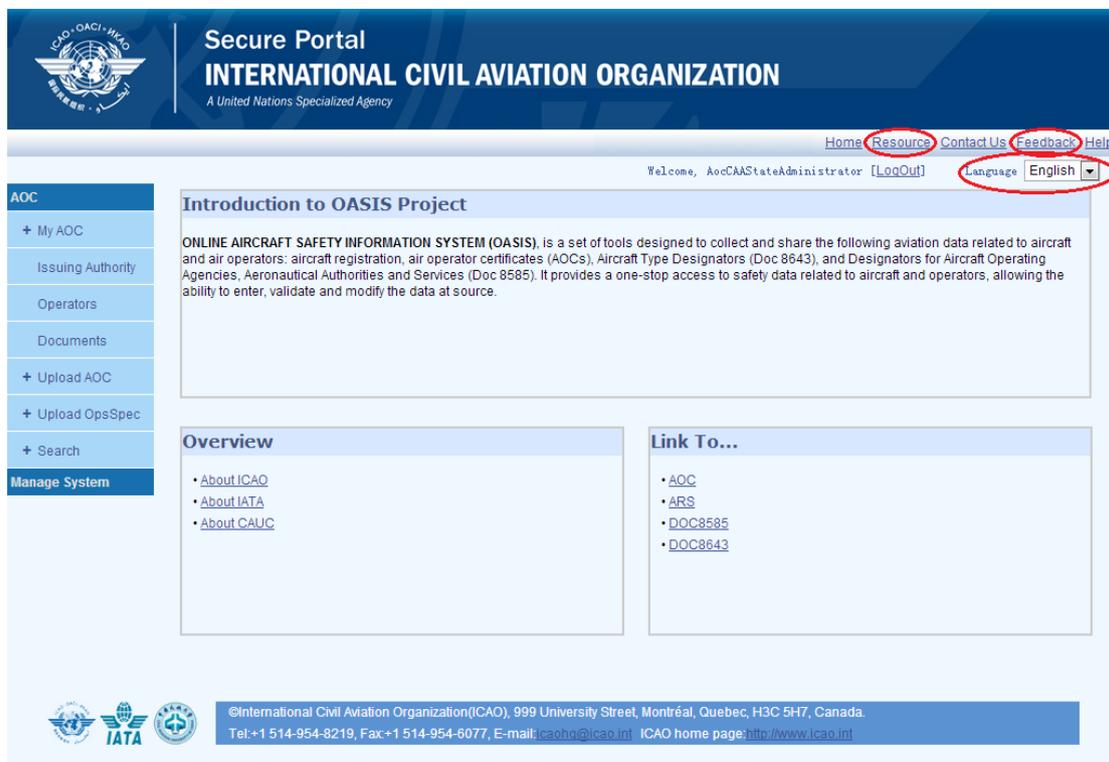
2.1 Login page

Input the correct URL in your browser, and then you'll come to the login page of AOC as the following screen shows:



2.2 Home page

Input the user name and password, and then you'll come to the home page of OASIS as the following screen shows:



Secure Portal
INTERNATIONAL CIVIL AVIATION ORGANIZATION
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Home **Resource** Contact Us **Feedback** Help
Welcome, AocCAASStateAdministrator [Logout] **Language** English

AOC

- + My AOC
- Issuing Authority
- Operators
- Documents
- + Upload AOC
- + Upload OpsSpec
- + Search
- Manage System**

Introduction to OASIS Project

ONLINE AIRCRAFT SAFETY INFORMATION SYSTEM (OASIS), is a set of tools designed to collect and share the following aviation data related to aircraft and air operators: aircraft registration, air operator certificates (AOCs), Aircraft Type Designators (Doc 8643), and Designators for Aircraft Operating Agencies, Aeronautical Authorities and Services (Doc 8585). It provides a one-stop access to safety data related to aircraft and operators, allowing the ability to enter, validate and modify the data at source.

Overview

- [About ICAO](#)
- [About IATA](#)
- [About CAUC](#)

Link To...

- [AOC](#)
- [ARS](#)
- [DOC8585](#)
- [DOC8643](#)

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OASIS website will remind user when the content is clickable by turning the mouse icon into a 'pointer' icon where you can click to get more details.

2.3 Resource

Click on **Resource** button, you will see the resource page as the following screen shows:

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Home Resource Contact Us Feedback

Resource

NOTE:
The documents listed here could be helpful for the understanding of AOC and this system.

Annex 6 AOC
Annex 6 AOC lists standardized format of AOC and its associated model-specific operations specifications.

Annex 6 AOC [Download](#)

Quick Details	Annex 6 AOC	File Name
Publish Date	26-04-2010	Language English

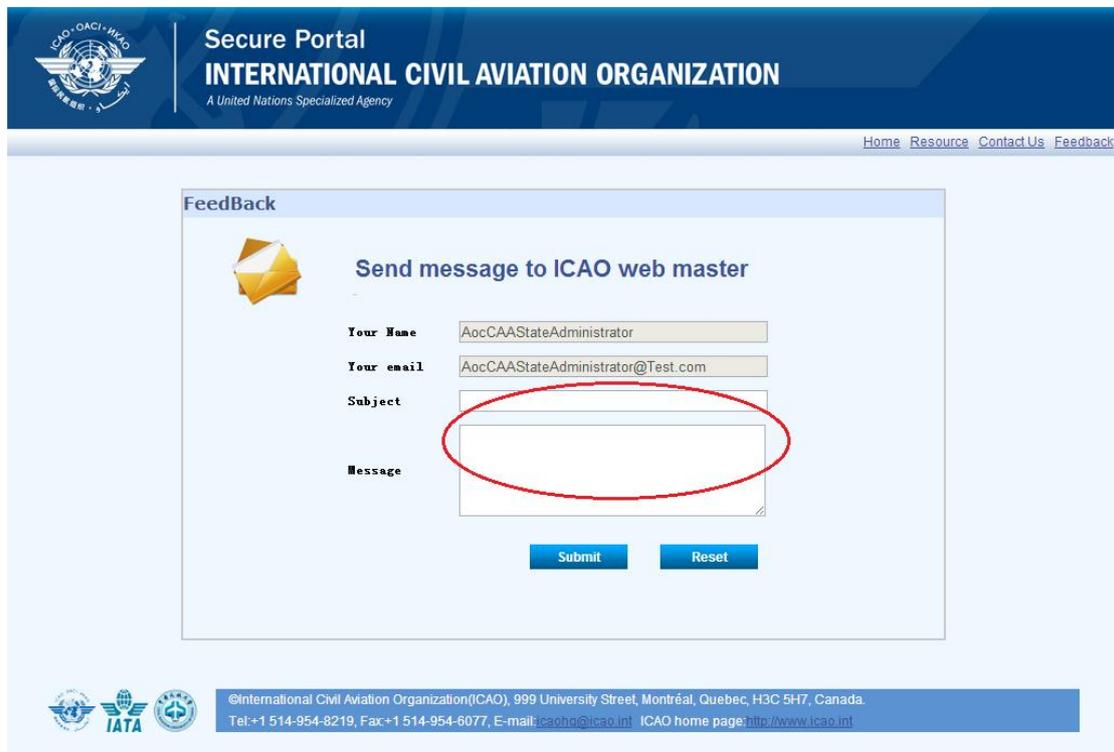
Other Links
[ICAO](#) [IATA](#) [CAUC](#)

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Here are related regulations and rules which have been published. Users can choose to download them using the **Download** button. Some useful links are listed too.

2.4 Feedback

Click on **Feedback** link, you will see the contact us page as the following screen shows:



The screenshot shows the 'Secure Portal' for the 'INTERNATIONAL CIVIL AVIATION ORGANIZATION', a United Nations Specialized Agency. The page includes a navigation menu with links for Home, Resource, Contact Us, and Feedback. The main content area is titled 'FeedBack' and contains a form titled 'Send message to ICAO web master'. The form fields are: 'Your Name' (AocCAASStateAdministrator), 'Your email' (AocCAASStateAdministrator@Test.com), 'Subject' (empty), and 'Message' (empty). A red oval highlights the 'Message' text area. Below the form are 'Submit' and 'Reset' buttons. The footer contains logos for ICAO, IATA, and another organization, along with contact information: ©International Civil Aviation Organization(ICAO), 999 University Street, Montréal, Quebec, H3C 5H7, Canada. Tel:+1 514-954-8219, Fax:+1 514-954-6077, E-mail:icaohq@icao.int ICAO home page:http://www.icao.int

3. User Functions

The following screen shows user functions of CAA administrator:

The screenshot shows the 'My AOC' page of the ICAO Secure Portal. The page header includes the ICAO logo and the text 'Secure Portal INTERNATIONAL CIVIL AVIATION ORGANIZATION A United Nations Specialized Agency'. The user is logged in as 'AocCAASiteAdministrator'. The main content area is titled 'My AOC' and contains a 'NOTE' and three sections: 'To Validate', 'To Revalidate', and 'Outdated'. The numbers in red indicate the count of items in each category: 14 AOC(s) and 11 Ops Spec(s) to be validated; 1 AOC(s) and 0 Ops Spec(s) to be revalidated; and 1 AOC(s) and 0 Ops Spec(s) are outdated. The sidebar on the left contains navigation options: 'Validate', 'Revalidate', 'Outdated', 'Manage AOC', 'Issuing Authority', 'Operators', 'Documents', '+ Upload AOC', '+ Upload OpsSpec', '+ Search', and 'Manage System'.

3.1 My AOC

- Click on **To validate** link or the number in red to validate AOCs and Operation Specifications (Ops Specs).
- Click on **To revalidate** link or the number in red to revalidate AOCs and Ops Specs.
- Click on **Outdated** link to revalidate the outdated AOCs and Ops Specs.

3.1.1 Validate

AOCs and Ops Specs that have been uploaded but not been validated by CAA are listed in this page.

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Home Resource Contact Us Feedback Help

Welcome, AocCAASStateAdministrator [Logout] Language English

Validate

NOTE
The following lists the AOCs and Ops Specs to be validated.

AOC

	Action	AOC NO.	Operator Name	Certificate Status	Updated By	Updated Date
<input type="checkbox"/>		235467111	2345437658679803464575445	active	naa	04-Sep-2012
<input type="checkbox"/>		2423425	dhfgh	active	naa	13-Sep-2012
<input type="checkbox"/>		2435647	1213	active	naa	30-Aug-2012
<input type="checkbox"/>		24564756	456789123456586790	active	naa	31-Aug-2012
<input type="checkbox"/>		345421	333333	active	naa	06-Sep-2012
<input type="checkbox"/>		35346	strete	active	naa	11-Sep-2012
<input type="checkbox"/>		353464567	22221	active	naa	05-Sep-2012
<input type="checkbox"/>		354445654	eeee	active	naa	08-Sep-2012
<input type="checkbox"/>		44444	dfdf	active	naa	08-Sep-2012
<input type="checkbox"/>		4567	ddd	active	naa	07-Sep-2012
<input type="checkbox"/>		457786	SHENZHEN AIRLINES	active	naa	29-Aug-2012
<input type="checkbox"/>		567567	778	active	naa	05-Sep-2012
<input type="checkbox"/>		567861223	AIR CANADA	active	naa	30-Aug-2012
<input type="checkbox"/>		888888	CHINA SOUTHERN AIRLINES	active	naa	11-Sep-2012

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Validate

- Select the “AOC” or “Ops Spec” to view the AOCs or Ops Specs you want to validate.
- Select one or some or all of the listed AOCs or Ops Specs, and click **Validate** button to validate them.
- Click the icon to edit the AOC or Ops Spec before validating it.
- Click the title of the list to sort the AOCs or Ops Specs.

If you click the icon , you’ll have an overview of the AOC or Ops Spec:

Here is an overview of one piece of AOC as following screen shows.

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Welcome, AocCAASStateAdministrator [Logout] Language English

AOC Overview

NOTE
This page provides an overview of AOC and associated Ops Specs.

Operator Name CHINA SOUTHERN AIRLINES Three Letter Designator (Telephony) CSN (CHINA SOUTHERN)

Issuing Authority Agencia Estatal De Seguridad Aerea AOC Date of Issue * 18-Aug-2012

AOC NO. * 888888 Certificate Status * active

AOC Expiration Date 16-Aug-2012 Last Validate Date 22-Aug-2012

Ops Specs:

Action	Associated AOC NO.	Aircraft Type	Date of Issuance or Amendment	Updated By	Updated Date
	888888	LOCKHEED-10-500	28-Jul-2012	naa	23-Aug-2012
	888888	AERONCA-700	22-Aug-2012	naa	23-Aug-2012

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Update Delete Validate Preview Pdf Save Cancel

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Here is an overview of Ops Spec as following screen shows.

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Home Resource Contact Us Feedback Help

Welcome, AocCAASStateAdministrator [Logout] Language English

Ops Spec Overview

NOTE
This page provides an overview of Ops Spec.

State CHINA Operator Name AIR CANADA

AOC NO. 1500 AOC Expiration Date 07-Sep-2012

Aircraft BAC-167-80 Date of Issuance or Amendment * 08-Sep-2012

Update Delete Validate Preview Pdf Save Cancel

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As we can see from the overviews of AOC and Ops Spec,

- Users can update some items of AOC or Ops Spec.
Items in red color are updated and different from the last version of AOC.
- For AOC, the associated Ops Specs are also listed. The Ops Specs can be updated and sort by

clicking the title of the Ops Spec list.

- Different buttons will come up according the roles of the current user.

Update: users can update the selected AOC or Ops Spec.

Delete: users can delete the AOC or Ops Spec if it is not active.

Validate: users can validate the AOC or Ops Spec if it has not been validated.

Preview: users can preview the whole AOC or Ops Spec.

Pdf: user can download the AOC or Ops Spec in pdf and print it.

Save: users can save the AOC or Ops Spec if it is updated in the overview page.

Cancel: users can cancel the current operations of the AOC or Ops Spec and return to the previous page.

3.1.2 Revalidate

AOCs and Ops Specs that have been validated needs to be revalidated one year later. Here the page lists the AOCs and Ops Specs needs to be revalidated two months earlier.

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Welcome, AocCAASStateAdministrator [Logout] Language English

Revalidate

NOTE
The followings are AOCs and Ops Specs to be revalidated.

AOC

	Action	AOC NO.	Operator Name	Certificate Status	Last Validate Date	Updated By	Updated Date
<input type="checkbox"/>		12345600	AIR CANADA	active	16-Oct-2011	naa	29-Aug-2012
<input type="checkbox"/>		123456123	AIR CANADA	active	16-Oct-2011	naa	29-Aug-2012
<input type="checkbox"/>		1265420	AIR CANADA	active	16-Oct-2011	naa	23-Aug-2012

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Revalidate

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As we can see from the screen above, some tips are introduced:

- Select AOC or Ops Spec you want to revalidate in the dropdownlist control.
- Select one or some or all of the AOCs or Ops Specs that you want to revalidate.
- Click to edit the AOCs or Ops Specs.
- Click the titles of the list to sort the listed AOCs and Ops Specs.
- Click **Revalidate** button to revalidate the selected AOCs or Ops Specs.

When you click to edit the AOC or Ops Spec, you will have an overview of the AOC or Ops Spec. You can reference the overview of AOC or Ops Spec in the section 3.1.1.

3.1.3 Outdated

AOCs and Ops Specs that are not revalidated by the user will be marked as outdated. Here the page lists the outdated AOCs and Ops Specs needs to be revalidated.

Outdated

NOTE
The following lists the outdated AOCs and Ops Specs to be revalidated.

AOC [dropdown]

Action	AOC NO.	Operator Name	Certificate Status	Last Validate Date	Updated By	Updated Date
	126542	AIR CANADA	active	23-Aug-2011	naa	24-Aug-2012

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Revalidate

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The operations in this page are almost the same as those in Revalidate. Please reference section 3.1.2.

3.1.4 Manage AOC

This page lists all of the AOCs and Ops Specs in the state.



Manage AOC

NOTE
The followings are AOCs. Click "Edit" button to update, download or view them.

active
active
suspended
cancelled
expired

C NO.	Operator Name	Certificate Status	AOC Date of Issue	AOC Expiration Date
12341234	liu1	active	05-Sep-2012	11-Sep-2012
1234560	AIR CANADA	active	29-Apr-2011	29-Jul-2013
12345600	AIR CANADA	active	29-Apr-2011	29-Jul-2013
123456123	AIR CANADA	active	29-Apr-2011	29-Jul-2013
12355552122211	AIR CANADA	active	29-Apr-2011	29-Jul-2013
12412341	sadasgasgasd	active	01-Sep-2012	11-Sep-2012
126542	AIR CANADA	active	29-Apr-2011	29-Jul-2013
1265420	AIR CANADA	active	29-Apr-2011	29-Jul-2013
1425423564	testtest	active	24-Aug-2012	14-Aug-2012
1500	AIR CANADA	active	29-Apr-2011	07-Sep-2012
1501	AIR CANADA	active	29-Apr-2011	29-Jul-2013
1503	AIR CANADA	active	28-Apr-2011	29-Jul-2013
23423543	wertter	active	08-Aug-2012	07-Aug-2012
2345345345	gdffff	active	20-Sep-2012	24-Sep-2012
2353463459	AIR CANADA	active	29-Apr-2011	29-Jul-2013
235346546	pppppp	active	30-Aug-2012	09-Aug-2012
23555521	AIR CANADA	active	29-Apr-2011	29-Jul-2013

As the screen above shows,

- Select the certificate status of the AOCs you want to check.
- Click the title of the list to sort the AOCs.
- Click  to edit the AOC.

3.2 Issuing Authority

CAA users can modify the information of the Issuing Authority.

The information of the Issuing Authority is very necessary when uploading AOCs and Ops Specs.

Please ensure that it is completed and correct.

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Welcome, AocCAASStateAdministrator [Logout] Language English

Issuing Authority

NOTE
You can modify the information of Issuing Authority if necessary.

State	CHINA	
Name*	Agencia Estatal De Seguridad Aerea	Tip: Name Name of the Issuing Authority for the State of the operator.
Phone Number*	+34 91 597	Tip: Phone Number The telephone number of the Issuing Authority office of principal interest.
Fax Number*	+85567234	Tip: Fax Number The fax number of the Issuing Authority office of principal interest.
Email Address*	easa@fomento.es	Tip: Email Address The email address of the Issuing Authority office of principal interest.

Save Cancel

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3.3 Operators

CAA users manage the operators in the state. What's more, they can also view the operators in other states.

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Home Resource Contact Us Feedback Help
Welcome, AocCAASStateAdministrator [Logout] Language English

AOC

- + My AOC
- Issuing Authority
- Operators**
- Documents
- + Upload AOC
- + Upload OpsSpec
- + Search
- Manage System

Manage Operator

NOTE
Operators are listed below. You can add a new operator, update or delete the selected operator.

Operators in: CHINA [Add a new operator](#)

Action	Operator Name	Three letter designator	Telephony
	111111122222	CQN	CHONG QING
	1213		
	1231231	BSH	CAPITAL ROTOR
	222	AYE	AIR YING AN
	22221		
	2345437658679803464575445		
	333333		
	346346	...	CABAIR LONDON
	3546541aaaaaa		
	456789123456586790		
	575654756		
	778	AHK	AIR HONG KONG
	987654321	CRK	BAUHINIA
	aaa	DKX	rte
	AIR CANADA	AYE	AIR YING AN

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As the screen above shows, users can:

- View the operators in other states.
- Edit the operators in their own states.
- Delete the operators whose AOCs are not active in their own states.
- Add new operators.
- Sort the operators by clicking the titles of the list.

Click **Add a new operator** and you can add a new operator. Please complete the items in the page with the help of tips.

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Home Resource Contact Us Feedback Help

Welcome, AocCAASystemAdministrator [Logout] Language English

Manage Operator

NOTE
 You can add or update the user's information here.

Operator State * CHINA

Operator Name * **Tip: Operator Name**
 The operator's legal registered name

Three Letter Designator (Telephony) -SELECT ONE-

Operator Trade Name **Tip: Operator Trade Name**
 The operator's trade name, if different from the legal name. The acronym "DBA" meaning "doing business as" will precede the operator's trade name.

Address1 * **Tip: Address1**
 Principle address: street number, name, office number etc. of the operator

Address2 **Tip: Address2**
 Additional address information

City *

District * **Tip: District**
 Operator state, province, county etc.

Country

Postal Code * **Tip: Postal Code**
 Operator postal code, zip code, etc.

Phone Number * **Tip: Phone Number**
 Operator's principal place of business telephone, including country code.

Fax Number * **Tip: Fax Number**
 Operator's principal place of business fax, including country code.

3.4 Documents

This page lists the documents uploaded by operators. These documents include insurance documents, operation manual documents and aircraft-related documents.

As the following screen shows:

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Home Resource Contact Us Feedback Help
Welcome, AocCAStateAdministrator [LogOut] Language English

Manage Document

NOTE
You can search the documents here and download them. For operator users, they can add or delete documents here.

State: CHINA Operator Name: -SELECT ALL-
Type: -SELECT ALL- File Name: Search

Document List

Action	State	Operator Name	Type	File Name	File Size	Upload By	Upload On
	CHINA	CHINA SOUTHERN AIRLINES	Operation Manual	??????.xls	23Kb	oper	09-Aug-2012
	CHINA	CHINA SOUTHERN AIRLINES	Operation Manual	downloadFile.png	0.81Kb	AocOperator	02-Sep-2012
	CHINA	CHINA SOUTHERN AIRLINES	Insurance Document	FeiQ1.exe	3.15Mb	AocOperator	02-Sep-2012
	CHINA	CHINA SOUTHERN AIRLINES	Operation Manual	FeiQ1.exe	3.15Mb	AocOperator	02-Sep-2012
	CHINA	CHINA SOUTHERN AIRLINES	Registration Certificate	OpsSpec.xls	57.5Kb	oper	08-Aug-2012
	CHINA	CHINA SOUTHERN AIRLINES	Operation Manual	Report.docx	1.49Mb	AocOperator	05-Sep-2012

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Users can:

- Search the documents by the search criteria.
- Download the documents (Only operator users can delete these documents or add new documents).
- Sort the documents by clicking the titles of the list.

3.5 Upload AOC

AOC system provides several ways to upload AOCs or Ops Specs:

- Upload the AOCs online.
- Upload the AOCs with templates.
- Upload the AOCs with XML (still under developing).

As the following screen shows:

The screenshot shows the 'Secure Portal' for the 'INTERNATIONAL CIVIL AVIATION ORGANIZATION'. The main content area is titled 'Begin/Resume AOC upload process'. It contains the following information:

Information on uploading the AOC
1 Enter the information requested into the appropriate spaces in each window. Please answer all of the questions in English.
2 Review the information you entered for accuracy.
3. The AOC system will permit you to upload AOC online, however no partially completed AOCs will be stored online. If you need to stop the AOC before it has been completed for any reason, click the 'Save to File' button at the bottom of every page you have completed and follow the instructions to save the AOC data to a file. When you return to AOC system, click on the 'Upload a Previous AOC' button to upload the previously saved data.

Option A: Start a new online upload directly
Click the link below to begin a new AOC upload: **Start a new AOC**

Option B: Import AOC using template
Please download the template if you don't have it. **Download Template**
(click [here](#) to download patch)
Or else, import templates you have already finished: **Import Template**

Option C: Upload a previous AOC
Click the button below to upload a previous AOC: **Upload a Previous AOC**

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Users can:

- Click **Start a new AOC** to upload the AOC online.
- Click **Download Template** to download the template, and click **Import Template** to bulk upload AOCs.
- Click **Upload a Previous AOC** to upload the previously save AOC in the local machine.

3.5.1 Start a new AOC

Users can upload AOC online directly. As the following screen shows:

The screenshot shows the 'Secure Portal' of the International Civil Aviation Organization (ICAO). The page title is 'Start a new AOC'. The breadcrumb navigation is 'Basic Info >> Operator Info >> Contact Details >> Other', with 'Basic Info' circled in red. The form contains the following fields and tips:

- NOTE:** Please select the operator, and enter the AOC NO. Please enter the AOC expiration Date. Read the tips before your input.
- State of the Operator:** (Dropdown menu)
- Issuing Authority:** Agencia Estatal De Seguridad Aerea
- Issuing Authority Phone:** +34 91 597
- Issuing Authority Fax:** +85567234
- Issuing Authority Email:** easa@fomento.es
- Operator Name *:** -SELECT ONE- (Dropdown menu)
- AOC NO. *:** (Text input field) **Tip: AOC NO.** A unique number issued within a given State. Other States may duplicate the number.
- AOC Expiration Date:** valid until suspended, cancelled or revoked (Date picker) **Tip: AOC Expiration Date:** Text will default to 'valid until suspended, cancelled or revoked' if no expiry date provided.

At the bottom of the form, there are three buttons: 'Back: Getting Start', 'Save to File' (circled in red), and 'Next: Operator Info'.

- Enter the items with the help of tips.
- Click the link above the page title to the page you want, if the page has been completed.
- Click **Back: ...** button to return to the previous page.
- Click **Next: ...** button to go to the next page.
- Click **Save to File** button to save the items you have completed to your local machine.

3.5.2 Upload AOC with templates

Users can also upload AOCs with excel templates.

First, download the templates by clicking **Download Template** button.

When you complete the excel template, click **Import Template** button to import the AOCs or the **Import Template** link in the left navigation.

As we can see from the screen above,

- Click **Browse...** to select the excel file that has been done.
- Then click **Import AOC** to import the AOC to the database.
- If there are errors in the template, then you'll see the following screen:

3.5.3 Import AOC with XML

Besides the two ways in section 3.5.1 and 3.5.2, users can also import AOCs with XML files.

Notes: this function is still under development.

The screenshot shows the 'Upload AOCs Using XML' page in the ICAO Secure Portal. The page has a blue header with the ICAO logo and the text 'Secure Portal INTERNATIONAL CIVIL AVIATION ORGANIZATION A United Nations Specialized Agency'. Below the header is a navigation bar with links for 'Home', 'Resource', 'Contact Us', 'Feedback', and 'Help'. A user greeting 'Welcome, AocCAAStateAdministrator' is displayed, along with 'LogOut' and 'Language English' options. The main content area is titled 'Upload AOCs Using XML' and contains a 'NOTE' box with instructions: 'Click "Browse" and select the AOC XML file you want to upload. Then click "Import XML" to import the AOCs with the template.' Below the note is a file upload form with a text input field, a 'Browse...' button, and an 'Import XML' button. The 'Browse...' button and the text input field are circled in red. A left sidebar menu lists various AOC management options like 'My AOC', 'Issuing Authority', 'Operators', 'Documents', 'Upload AOC', 'Start a new upload', 'Import Template', 'Upload Previous AOC', 'Import AOC XML', 'Upload OpsSpec', and 'Search'. The footer contains ICAO, IATA, and other logos, along with contact information for the International Civil Aviation Organization.

As the screen shows above,

- Click **Browse...** to select the xml file that has been done.
- Then click **Import XML** to import the AOC to the database.

3.5.4 Upload Previous AOCs

Users can continue to upload the AOCs that have previous save.

ICAO - OACI - IATA

Secure Portal
INTERNATIONAL CIVIL AVIATION ORGANIZATION
A United Nations Specialized Agency

Home Resource Contact Us Feedback Help

Welcome, AocCAAStateAdministrator [LogOut] Language English

AOC

Import Previous AOC

NOTE
Note: Click "Browse" and select the previously saved XML file you want to upload. Then click "Upload AOC" to continue the process of uploading AOC.

Browse... Upload AOC

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As the screen shows above,

- Click **Browse...** to select the xml file that has been done.
- Then click **Upload AOC** to continue the upload of previous save AOC.

3.6 Upload Ops Spec

The procedure of uploading Ops Spec is almost the same like uploading AOC. Please reference section 3.5.

3.7 Search

AOC system provides search functions for users.

User can not only define the search criteria, but also export the search results.

3.7.1 Simple Search

Simple search provides some criteria for users to search AOCs quickly, such as state, operator name, certificate status.

Secure Portal
INTERNATIONAL CIVIL AVIATION ORGANIZATION
A United Nations Specialized Agency

Home Resource Contact Us Feedback Help

Welcome, AocCAASStateAdministrator [Logout] Language English

Simple Search

State: CHINA
Operator Name: SHENZHEN AIRLINES
Certificate Status: SELECT ALL-

Search

Search Results:

Action	AOC NO.	State	Operator Name	Certificate Status	AOC Date of Issue	AOC Expiration Date
	457786	CHINA	SHENZHEN AIRLINES	active	29-Aug-2012	

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As the screen shows above,

- Define search criteria.
- Edit the AOCs in the search results.
- Sort the search results by clicking titles in the search results list.
- Click the icon to export the search results as excel files.

As the following screen shows:

	A	B	C	D	E	F
1	AOC NO.	State	Operator Name	Certificate Status	AOC Date of Issue	AOC Expiration Date
2	457786	CHINA	SHENZHEN AIRLINES	active	29-Aug-2012	
3						

3.7.2 Advanced AOC Search

Advanced AOC Search provides all of the AOC items as the search criteria for users. Users can export the search results as excel documents.

Secure Portal
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A United Nations Specialized Agency

Home Resource Contact Us Feedback Help
Welcome, AocCAASStateAdministrator [Logout] Language English

Advanced Search-AOC

Basic Information

State: CHINA

AOC NO.:

Issuing Authority:

AOC Expiration Date: between and

AOC Date of Issue: between and

Operator Information

Operator Name: -SELECT ALL-

Operator Trade Name:

Address1:

Address2:

City:

District:

Postal Code:

Phone Number:

Fax Number:

Email Address:

Operator Contact Details

Flight Operations: Phone Fax Email

Dangerous Goods: Phone Fax Email

Flight and cabin crew competency: Phone Fax Email

Airworthiness: Phone Fax Email

Other Matters: Phone Fax Email

Issuing Authority Representative

Name:

Title:

Supplemental Information

Civil Aviation Regulations Reference:

Three letter designator:

Telephony:

Accountable Executive:

Certificate Status: -SELECT ONE-

Search Reset

Search Results:

Action	AOC NO.	State	Operator Name	Certificate Status	AOC Date of Issue	AOC Expiration Date
	1001678	CHINA	MIR CHINA	active	29-Apr-2011	13-Aug-2013
	11111111	CHINA	tttt	cancelled	01-Aug-2012	01-Aug-2012

As the screens show above,

- Define or reset search criteria.
- Edit the AOCs in the search results.
- Sort the search results by clicking titles in the search results list.

- Click the icon  to export the search results as excel files.

3.7.3 Advanced Ops Spec Search

Advanced Ops Spec Search provides all of the Ops Spec items as the search criteria for users. Users can export the search results as excel documents.

The functions are almost the same like **Advanced AOC Search**. Please reference section 3.7.2.

3.8 Mange System

CAA administrators manage the inspectors and operators in the state.

NOTE
Users are listed here. You can add, delete or update users.

Roles: SELECT ALL- Add new users

Action	User Name	User Role	Operator Name	State
	AocOperator	AOC:Operator	CHINA SOUTHERN AIRLINES	CHINA

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As the following screen shows, CAA administrators can:

- Select the role to view the users in the state.
- Edit or delete one user.
- Add new users.
- Sort the users in the list by clicking the titles of the list.

3.8.1 Add new users

CAA administrators can add new users from Active Directory (AD) and assign them roles.

NOTE
Please select users and assign them roles.

Group: AOC

Users	Selected Users	Role:	Selected Roles
aoc1 aoc2 aoc_ars aoc_doc		AOC:Operator	

Save Cancel

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As is show in the screen above, CAA administrators can:

- Choose users from AD and add them to the AOC system.
- Assign the chosen users roles.

3.8.2 Edit User

CAA administrators can modify the users' roles and other information.

The screenshot displays the 'Edit users' page within the 'Secure Portal' of the International Civil Aviation Organization (ICAO). The page header includes the ICAO logo and the text 'Secure Portal INTERNATIONAL CIVIL AVIATION ORGANIZATION A United Nations Specialized Agency'. The user is logged in as 'AocCAASystemAdministrator' and the language is set to 'English'. The page title is 'Edit users'. A note states: 'NOTE You can update the user's information here.' The form contains the following fields:

- User Name: AocOperator
- Display Name: AocOperator
- Email Address: AocOperator@Test.com
- State: CHINA
- Operator: CHINA SOUTHERN AIRLINES
- User Role: Role: (empty), Selected Roles: AOC:Operator

The 'Save' and 'Cancel' buttons at the bottom of the form are circled in red.

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As we can see from the screen above,

- Modify the user's role.
- Update the operator user's operator company.
- Save the user's updated information.